

SAMPLE PROGRESS NOTES

****This would be for the assessment progress note at the time of assessment.**

Sample note if the narrative is on the assessment form or on a typed evaluation:

10/12/02 John Doe was assessed and referred to XYZ Counseling Center for IOP.
Referral completed. Client given baseline UA. LA

Sample note with narrative included:

12/14/00 John Doe was assessed and completed testing. He showed signs of alcohol dependence as evidenced by marked tolerance, previous attempts at abstinence, relationship problems as well as hangovers and blackouts. He also has a previous OWI and completed Level I with this program in 1998. Referred to XYZ Counseling Center for IOP. Baseline UA taken. LAmsbury

**** These notes would be for monitoring, compliance or contact notes before or after assessment.**

Sample follow-up note:

10/2/02 Client in for case mgt. Client attending treatment. Progress okay. UA taken 9-02 was negative. Client indicates no significant issues. Schedule for 1 month. LA

General items about all notes:

1. Notes need to indicate all contact with or regarding the client.
2. Notes need date of contact.
3. Notes need signature or initials of staff member at end of note.
4. An assessment note must be included in notes.
5. Notes can be written on computer.
6. Computer notes need to be printed at end of case and placed in hard copy file.